



NAVAL
POSTGRADUATE
SCHOOL

Room Request Form/ Conference Information Sheet

Please type or print legibly.
FOR ONLINE ENTRY, PRESS THE TAB KEY TO
NAVIGATE BETWEEN DATA ENTRY FIELDS

Today's Date _____

CONFERENCE INFORMATION

Contact Name	Email Address
Phone #	Fax #
Conference Name	Sponsor
Conference Subject	
Attendee Profile	
Expected Attendance	Type of Conference <input type="checkbox"/> Federal <input type="checkbox"/> Non-Federal
Classification <input type="checkbox"/> Unclassified <input type="checkbox"/> Secret <input type="checkbox"/> Top Secret <input type="checkbox"/> Mixed <input type="checkbox"/> Other	

ROOM SELECTION/OPTIONS

	Room	Date(s)	Times	Seating Options	Capacity	Registration Table(s)
<input type="checkbox"/>	King Hall		Start End	Theatre Seating Only	1330	Qty
<input type="checkbox"/>	Spanagel 101A		Start End	<input type="checkbox"/> Theater Seating <input type="checkbox"/> U-Shape Seating <input type="checkbox"/> Classroom Seating	75 30 25	Qty
<input type="checkbox"/>	M.E. Auditorium		Start End	Theatre Seating Only	129	Qty
<input type="checkbox"/>	Ingersoll 122		Start End	Theatre Seating Only	180	Qty
<input type="checkbox"/>	Glasgow 102		Start End	Theatre Seating Only	270	Qty
<input type="checkbox"/>	Glasgow 117		Start End	<input type="checkbox"/> Theater Seating <input type="checkbox"/> Classroom Seating	25 15	Qty

AUDIO VISUAL

Requestor to contact the A/V Department at <http://www.nps.navy.mil/av/requestform.doc>

This request may be terminated by NPS at any time, in whole or in part for any or all events or portions thereof, for any reason deemed necessary by NPS. This request is not binding until countersigned by NPS.

Requestor Signature

Fax Completed form to 831.656.3559

May 2005